

CHAPTER OVERVIEW

This chapter will describe the procedures for requesting an out-of-town home study of an adoptive family, foster family, kinship or natural parent residing in another county.

9.1 Out-of-Town Inquiry

Attachment A: Guidelines For Limitations in Providing Family Assessments
Attachment B: Suggested Outline For Child's Summary

9.1 OUT-OF-TOWN INQUIRY

- 1) The Children's Service Worker, in originating county, shall decide when an out-of-town home study is needed for adoptive family, foster family, kinship, or birth parent residing in another county. See Attachment A, Guidelines for Limitations in Providing Family Assessments.
- 2) Submit form CS-120 to the Circuit Manager or designee for review, approval and forwarding to the receiving county, include the following material:
 - a) Any specifically requested information to be included in study;
 - b) Summary of case history;
 - c) Social summary and available evaluations of child involved;

Related Subject: Attachment B, of this chapter, Suggested Outline for Child's Summary.

 - d) Current written service agreement, if applicable;
 - e) Applicable court orders;
 - f) Protective service case, if request is for study/services to child's parent.
- 3) Submit request to receiving county.
- 4) The Children's Service Worker, in receiving county, shall begin by setting up a case record. The record shall be a family resource case for foster, kinship, or adoptive family assessments. An SS-60 form will be completed and processed. The record shall be a protective service case for a child's parent and an SS-63 form will be completed and processed.

- 5) The receiving county CSW shall contact the family and explain the purpose of the study. If the family refuses to cooperate with the request, the originating county will be notified.

NOTE: Return form CS-120 and family assessment immediately to originating county if family is already approved/licensed.

- 6) Arrange for interviews and other contacts to complete family assessment. Follow procedures for foster/kinship assessment, adoptive assessment, or for case assessment for protective service clients if a parent case. Compile pertinent and required information in written report and submit form CS-120 and study to originating county with recommendations.

NOTE: The completed CS-120 and study should be sent to the originating county within 60 days of receipt of the request, unless otherwise specified on the CS-120.

- 7) The Children's Service Worker in originating county shall receive and review assessment and recommendations and shall decide to place or not place the child. The Children's Service Worker will notify the receiving county, in writing, of decision to initiate plan for placement or close study record if no placement will be made.

MEMORANDA HISTORY: